

# UNDERSTANDING MARCH 31 ADM

## WITHIN THE CONTEXT OF THE

# STUDENT RECORD COLLECTION

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# Resources for Completing March 31 ADM

## Instructions for completing March 31 Average Daily Membership (March 31 ADM)

Average daily membership is determined by dividing the TOTAL aggregate daily membership by the number of days school was in session, from the first day of the 2005-2006 school term through the last school day in March 2006 (March 31, 2006). This document also provides instructions for completing the March 31, 2006, March 31 ADM including instructions for adjusting Kindergarten enrollment for half-day Kindergarten programs.

## Law, Policy and Regulations

For your reference, the following resources are available for completing March 31 ADM.

Sections from the appropriation act, Code of Virginia, and Board of Education regulations that pertain to the reporting of March 31 ADM are available at the following Website:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/new\\_coll.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_coll.html)

## Student Record Collection Codes, Scenarios, and Specifications

Explanations of the various tuition codes, disability codes, and other codes referenced in this document are available at the following Website:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/new\\_coll.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_coll.html)

## How to use this guide

Please read all sections of these instructions prior to calculating your March 31, 2006, March 31 ADM to ensure that your division's March 31 ADM is reported accurately. Appropriate supporting documentation must be maintained for each line of this report, in the event that a subsequent audit of March 31 ADM data is necessary.

There is one section in this guide for each March 31 ADM calculation. For each calculation, a text reference is provided followed by the "formula" used to generate the addition or deduction. All formulas are defined in terms of the Student Record Collection. This should enable the division to verify the accuracy of the calculations on the verification report.

## Interpreting the codes in this guide

Code	Meaning
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< >	Not equal to
8/1	August 1, 2005
9/30	September 30, 2005
12/31	December 31, 2005

## Beginning Unadjusted March 31 ADM

### Beginning Unadjusted March 31 ADM

The Beginning Unadjusted March 31 ADM calculation is the sum of March 31 ADM for all K-12 and Post-graduate pupils

except:

- disabled pupils ages 20 and 21
- pupils in alternative education programs
- non-public school pupils
- pupils in ISAEP
- pupils in home-based education
- private special education (does not include students funded by the Comprehensive Services Act)
- students funded with Comprehensive Services Act funds
- contiguous out-of-state students with the same attendance privileges
- inter-state compact placement
- contiguous out-of-state students without the same attendance privileges

In short, Beginning Unadjusted March 31 ADM is all students in kindergarten through Post-Graduate programs reported by your division MINUS the March 31 ADM additions.

Unadjusted March 31 ADM is displayed in the above manner in the verification report to provide divisions with detailed information from the data processed through the Student Record Collection.

### Student Record Values for *Beginning Unadjusted March 31 ADM*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code= T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, or PG
Your division reports the student	Your division reports the student
The Serving School number < > 9999 when your division is the Serving Division	The Serving School number < > 9999 when your division is the Serving Division
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 10	Tuition Code < > 10
Tuition Code < > 11	Tuition Code < > 11

## Beginning Unadjusted March 31 ADM

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**Notes:** All dates reference the current school year.

School-age students are those who are:

- Less than 20 years old as of August 1<sup>st</sup> for regular education students
- Less than 22 years old as of September 30<sup>th</sup> for special education students
- Less than 22 years old as of August 1<sup>st</sup> for students receiving Limited English Proficient services

### Kindergarten Students

Generally, only those children who reach their fifth birthday on or before September 30, may be included in the unadjusted March 31 ADM total. However, any student whose fifth birthday occurred between October 1, and December 31, may be enrolled in Kindergarten after an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia). Any school that offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program, is required to conduct an appropriate readiness evaluation for students whose fifth birthday occurred between October 1, and December 31, for them to be enrolled in the regular Kindergarten program and then be counted in March 31 ADM.

Such students are not required to first be enrolled in a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program before they are tested. Any student may be tested and go straight to the regular Kindergarten program as long as the school offers a two-tiered, junior, or other developmentally appropriate pre-kindergarten program or transitional first grade program. Such students may be included in March 31 ADM upon enrollment in the regular Kindergarten program.

### Dual Enrollment Students

A school division may include students who participate in a dual high school/college enrollment program in its unadjusted March 31 ADM (reference Informational Supts. Memo No. 58, dated March 8, 1989). However, no March 31 ADM credit is permitted if the student is not counted on any school division's teacher register (i.e., if the student is a full-time college student but not yet a high school graduate).

### Reporting Partial Full-Time Equivalent (FTE) Students

In certain cases, only partial full-time equivalent (FTE) students are to be included in March 31 ADM. Specifically, March 31 ADM credit is only counted for the portion of the year in which a student was included on the rolls.

## March 31 ADM Additions

### Pupils for whom you pay tuition to another school division in Virginia

Students for whom you pay tuition to another school division in Virginia based on the total per pupil cost of education under a written contract with another Virginia school division (§22.1-5.C., Code of Virginia, as amended).

### Student Record Values for *Pupils for whom you pay tuition to another school division in Virginia*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG Your division is the Responsible Division Tuition Code = 5 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 Your division is the Responsible Division Tuition Code = 5 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1

**Notes:** The division that serves the student reports the data for these pupils. A list of these divisions and a contact person is provided in the verification report.

## March 31 ADM Additions

### Disabled Pupils ages 20 or 21

The March 31 ADM of all disabled pupils who are 20 or 21 as of September 30<sup>th</sup> of the current school year.

### Student Record Values for *Disabled Pupils ages 20 or 21*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
Primary Disability Code is not blank and is not 15	Primary Disability Code is not blank and is not 15
Age is 20 or 21 as of 9/30	Age is 20 or 21 as of 9/30

**Notes:** Pupils with 504 plans are not included in any calculation of disabled pupils.

The following students are not included in this calculation.

- 20 or 21-year old disabled pupils whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* addition.
- 20 or 21-year old disabled pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- 20 or 21-year old disabled pupils whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* addition.

## March 31 ADM Additions

### Pupils in Alternative Education Programs

The March 31 ADM of all school-age pupils in alternative education programs where courses are approved by the local school board in accordance with Board of Education regulations.

### Student Record Values for *Pupils in Alternative Education Programs*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
The Serving School must be a public alternative center or school	The Serving School must be a public alternative center or school
Tuition Code = 4	Tuition Code = 4
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- \*20 or 21-year old disabled pupils in alternative education programs are included in the *Disabled Pupils ages 20 or 21* addition.
- Governor Schools are not Alternative Education Programs even though students attending those schools have a tuition paid code of 4. Students attending Governor Schools are not included in this calculation.

## March 31 ADM Additions

### Non-public School Pupils

Pursuant to §22.1-253.13:1 H., Code of Virginia, pupils who are either enrolled in a Non-public school or who receive home instruction **and** who attend classes in the public schools on a part-time basis may be included in March 31 ADM on a prorated basis. The current appropriation act allows any student who is enrolled in any mathematics, science, English, history, social science, vocational education, health education or physical education, fine arts or foreign language course to be counted in March 31 ADM. Each course taken by such a student will be counted as 0.25 of a student, up to a cap of 0.5 of a student for March 31 ADM reporting (pursuant to Item 146 A. 1. d. of Chapter 4, 2004 Acts of Assembly).

### Student Record Values for *Non-public School Pupils*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the pupil	Your division reports the pupil
Non-public FTE = .25 or .50	Non-public FTE = .25 or .50
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Non-public school pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Non-public school pupils whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* addition.
- Non-public school pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Non-public school pupils whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* addition.
- \*Non-public school pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.



## March 31 ADM Additions

### Pupils in the ISAEF Program

School-age pupils enrolled in an Individual Student Alternative Education Program (ISAEF) or other alternative program approved by the local school board pursuant to §22.1-254 D., Code of Virginia.

### Student Record Values for *Pupils in the ISAEF Program*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the pupil	Your division reports the pupil
GED Program Code = 2	GED Program Code = 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Pupils enrolled in the ISAEF program in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Pupils enrolled in the ISAEF program whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* addition.
- Pupils enrolled in the ISAEF program placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Pupils enrolled in the ISAEF program whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* addition.
- \*Pupils enrolled in the ISAEF program who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.

## March 31 ADM Additions

### Pupils in Home-based Education Program

The March 31 ADM of all school-age pupils who receive education at home due to a suspension, expulsion or other disciplinary action unrelated to the pupil's primary disability code or IEP.

### Student Record Values for *Pupils in Home-based Education Program*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division and the Serving School number is 9999	Your division is the Serving Division and the Serving School number is 9999
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code < > 4 when the Serving School is a public alternative center or school	Tuition Code < > 4 when the Serving School is a public alternative center or school
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

## March 31 ADM Additions

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**Notes:** Pupils who are home bound and receiving educational services from the division due to a medical condition or an IEP are not part of the *Pupils in Home-based Education Program* addition.

The following students are not included in this calculation.

- Home-based pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Home-based pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- Home-based pupils in alternative education programs are included in the *Pupils in Alternative Education Programs* addition.
- Home-based pupils whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* addition.
- Home-based pupils placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* addition.
- Home-based pupils whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* addition.
- \*Home-based pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.

## March 31 ADM Additions

### Pupils for whom tuition to a private institution was paid with local funds

Pupils for whom tuition to a private institution was paid with local funds.

### Student Record Values for *Pupils for whom tuition to a private institution was paid with local funds*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code = 3	Tuition Code = 3
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Pupils for whom tuition to private institution was paid with local funds who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Pupils for whom tuition to private institution was paid with local funds who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- \*Pupils for whom tuition to private institution was paid with local funds who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.

## March 31 ADM Additions

### **Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds**

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for which tuition costs are funded with Comprehensive Services Act funds.

### **Student Record Values for *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
Tuition Code = 7	Tuition Code = 7

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* calculation is displayed for your information only.

### **Inter-state Compact Placement Agreement**

Non-resident students who were placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

### **Student Record Values for *Inter-state Compact Placement Agreement***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 9	Tuition Code = 9

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Inter-state Compact Placement Agreement* calculation is displayed for your information only.

## March 31 ADM Additions

### Tuition Received from Contiguous Out-of-State Students: with same attendance privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which grants the same privileges to Virginia residents may be counted in March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Tuition Received from Contiguous Out-of-State Students: with same attendance privileges*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division and the Serving School number is not 9999	Your division is the Serving Division and the Serving School number is not 9999
GED Program Code < > 2	GED Program Code < > 2
Non-public FTE is blank	Non-public FTE is blank
Tuition Code = 10	Tuition Code = 10
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 20-yrs old as of 9/30*	If special education, under 20-yrs old as of 9/30*
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

**Notes:** The following students are not included in this calculation.

- Out-of-state pupils with the same attendance privileges as instate pupils who are in the ISAEP program are included in the *Pupils in the ISAEP Program* addition.
- Out-of-state pupils with the same attendance privileges as instate pupils who only attend Virginia schools on a part-time basis are included in the *Non-public School Pupils* addition.
- \*Out-of-state pupils with the same attendance privileges as instate pupils who are disabled and ages 20 or 21 are included in the *Disabled Pupils ages 20 or 21* addition.

## March 31 ADM Additions

### Tuition Received from Contiguous Out-of-State Students: without same attendance privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same privileges to Virginia residents cannot be counted in March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 11	Tuition Code = 11

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* calculation is displayed for your information only.

## March 31 ADM Deductions

### Postgraduate Pupils

Postgraduate students are pupils who remain in or return to school after receiving a Standard Diploma or an Advanced Studies Diploma. School age students who have received a GED, a General Achievement Diploma (GAD), a Special Diploma, or a Modified Standard diploma, and return for a Standard or Advanced Studies Diploma, they may be included in March 31 and End-of-Year ADM

**NOTE:** Non-school age students are defined as students who are 20 years of age or older as of August 1, 2005; students in special education classes who are over the age of 21 as of September 30, 2005; and, students who are limited English proficient who entered school for the first time after reaching their 12th birthday and have reached 22 years of age as of August 1, 2005.

### Student Record Values for *Postgraduate Pupils*

Kindergarten	Grades 1-12
N/A	Grade Code = PG Your division reports the student Tuition Code < > 7 Tuition Code < > 9 Tuition Code < > 11

**Notes:** The following students are not included in this calculation.

- Postgraduate pupils whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* deduction.
- Postgraduate pupils placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Postgraduate pupils whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* deduction.



## March 31 ADM Deductions

### Pupils under age 5

Pupils who were under the age of 5 as of September 30, 2005, including both non-disabled and disabled pupils, who are not enrolled in the regular Kindergarten program during the school year pursuant to §22.1-199 C., Code of Virginia (such as those enrolled in preschool, Headstart, and similar programs). However, do not include any students whose fifth birthday occurred between October 1, 2005, and December 31, 2005, who are enrolled in the regular Kindergarten program after completing an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia. Such students may be included in March 31 ADM upon enrollment in the regular Kindergarten program.

The Entry Date for these students must be their first day of regular kindergarten AFTER completing an appropriate readiness evaluation. The Aggregate Days Present and Aggregate Days Absent must reflect only the days in regular kindergarten AFTER an appropriate readiness evaluation has demonstrated that attendance in these programs would educationally benefit these children (§22.1-199 C., Code of Virginia).

Students who have not turned five years old by September 30, 2005, have NOT completed an appropriate readiness evaluation as provided in §22.1-199 C., Code of Virginia and are enrolled in a regular kindergarten program should have an Active Status Code of A (or I), a Kindergarten Readiness Flag of N and show the correct number of days present and absent on the Spring Student Record Collection.

### Student Record Values for *Pupils under age 5*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the student	Your division reports the student
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
Less than 5 years old on January 1 <sup>st</sup> or October 1 <sup>st</sup> if KG Readiness Flag = N.	Less than 5 years old on September 30th

**Notes:** The following students are not included in this calculation.

- Pupils under age 5 whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* deduction.
- Pupils under age 5 placed by an inter-state compact agreement are included in the *Interstate Compact Placement* deduction.
- Pupils under age 5 whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* deduction.

## March 31 ADM Deductions

### Pupils age 20 and over (over age pupils)

Students who are 20 years of age or older as of August 1, 2005; students in special education classes who are over the age of 21 as of September 30, 2005; and, students who are limited English proficient who entered school for the first time after reaching their 12th birthday and have reached 22 years of age as of August 1, 2005.

### Student Record Values for *Pupils age 20 and over (over age pupils)*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division reports the student	Your division reports the student
Tuition Code < > 7	Tuition Code < > 7
Tuition Code < > 9	Tuition Code < > 9
Tuition Code < > 11	Tuition Code < > 11
If LEP, 22-yrs old or over as of 8/1	If LEP, 22-yrs old or over as of 8/1
If special education, 22-yrs old or over as of 9/30	If special education, 22-yrs old or over as of 9/30
If regular education, 20-yrs old or over as of 8/1	If regular education, 20-yrs old or over as of 8/1

**Notes:** The following students are not included in this calculation:

- Pupils age 20 and over whose tuition costs are funded with Comprehensive Services Act funds are included in the *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* deduction.
- Pupils age 20 and over placed by an inter-state compact agreement are included in the *Inter-state Compact Placement Agreement* deduction.
- Pupils age 20 and over whose tuition is paid by contiguous states not offering the same attendance privileges to Virginia students are included in the *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* deduction.

## March 31 ADM Deductions

### **Pupils in approved Public Special Education Regional Programs or State-Operated Programs and Institutions**

Students for whom your school division receives state special education categorical funding (except for students for whom you receive state Homebound funding), or who are enrolled in hospitals, detention homes, clinics, or other state-supported institutions (such as the Schools for the Deaf and the Blind, Woodrow Wilson Rehabilitative Center, or the mental health/mental retardation facilities).

**PLEASE NOTE:** Pursuant to §22.1-215, Code of Virginia, Pupils residing in state institutions who are placed within the public schools are also included in this deduction.

### **Student Record Values for Pupils in approved Public Special Education Regional Programs or State-Operated Programs and Institutions**

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG  Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2 Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If special education, under 22-yrs old as of 9/30	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12  Your division is the Responsible Division Either A. Tuition Code = 4 and the Serving Division is between 280 and 299, excluding Division 283* or B. Tuition Code = 2 Primary Disability Code is not blank and is not 15 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If special education, under 22-yrs old as of 9/30

\* Pupils attending regional division #283 (Northern Neck Regional Special Education Program) are not included in this deduction because they do not receive state regional tuition funding.

## March 31 ADM Deductions

### **Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds**

Pupils enrolled in private nonsectarian residential or private nonsectarian day schools or approved public program for whom the state share of tuition was funded by Comprehensive Services Act funds.

If the state share of tuition to a private special education school is paid with Comprehensive Services Act funds, the CSA tuition code (7) is required. Do not use the paid tuition to a private institution code (3) for students placed in a private institution by CSA. Tuition code (3) should only be used for students whose tuition to a private special education program is paid with local funds only. Note: If you are serving a special education student who has an instructional aide funded by CSA, do not use tuition code (7). Since you are serving the student, no tuition code is required for such students.

### **Student Record Values for *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Responsible Division	Your division is the Responsible Division
Tuition Code = 7	Tuition Code = 7

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. The *Pupils for whom tuition to a Private Special Education or approved Public Program was funded with Comprehensive Services Act (CSA) funds* calculation is displayed for your information only.

### **Pupils for whom you receive tuition from another school division in Virginia**

Students for whom your school division receives tuition payments based on a written contract for the total per pupil cost of education from another school division in Virginia as provided in §22.1-5. C., Code of Virginia.

### **Student Record Values for *Pupils for whom you receive tuition from another school division in Virginia***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 5	Tuition Code = 5
5-yrs old as of 9/30 or 12/31 if completed readiness evaluation	5-yrs old as of 9/30 or 12/31 if completed readiness evaluation
If LEP, under 22-yrs old as of 8/1	If LEP, under 22-yrs old as of 8/1
If special education, under 22-yrs old as of 9/30	If special education, under 22-yrs old as of 9/30
If regular education, under 20-yrs old as of 8/1	If regular education, under 20-yrs old as of 8/1

## March 31 ADM Deductions

### Inter-state Compact Placement Agreement

Non-resident students placed in foster care or other custodial care or in a child-caring institution or group home by an out-of-state agency or a person who is the resident of another state through an Inter-State Compact placement agreement. School divisions should bill the sending agency or responsible person pursuant to §22.1-101.1 D., Code of Virginia.

### Student Record Values for *Inter-state Compact Placement Agreement*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 9	Tuition Code = 9

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. *The Inter-state Compact Placement Agreement* calculation is displayed for your information only.

### Tuition Received from Contiguous Out-of-State Students: without same attendance privileges

Pursuant to §22.1-5 A.4., Code of Virginia, nonresident students from a contiguous state which **does not grant** the same attendance privileges to Virginia residents are deducted from March 31 ADM. Contiguous states include: 1) District of Columbia; 2) Maryland; 3) North Carolina; 4) Tennessee; 5) Kentucky; and 6) West Virginia.

### Student Record Values for *Tuition Received from Contiguous Out-of-State Students: without same attendance privileges*

Kindergarten	Grades 1-12
Grade Code = KA, KP, or KG	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Your division is the Serving Division	Your division is the Serving Division
Tuition Code = 11	Tuition Code = 11

**Notes:** This calculation appears as both an addition and a deduction. These students are not included in the Beginning Unadjusted ADM or Unadjusted March 31 ADM. *The Tuition Received from Contiguous Out-of-State Students: without same attendance privileges* calculation is displayed for your information only.

## March 31 ADM Deductions

### **Tuition from Non-Contiguous State or Territory Outside of the United States**

Students for whom tuition was paid by a parent or legal guardian who does not reside in Virginia or by an outside entity that is not located in Virginia or is not in a contiguous state that grants the same attendance privileges to Virginia students. Examples of deductions in this category may include:

- An international student whose parent/legal guardian is paying tuition to the receiving school division in Virginia;
- An international student whose tuition to the receiving school division in Virginia is paid by a foreign governmental entity;

For example: A student from Florida (noncontiguous state) whose tuition is paid by either a local Florida school division or by a parent/guardian residing in Florida.

### **Student Record Values for *Tuition from Non-Contiguous State or Territory Outside of the United States***

<b>Kindergarten</b>	<b>Grades 1-12</b>
Grade Code = KA, KP, or KG Your division is the Serving Division Tuition Code = 12 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1	Grade Code = T1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 Your division is the Serving Division Tuition Code = 12 5-yrs old as of 9/30 or 12/31 if completed readiness evaluation If LEP, under 22-yrs old as of 8/1 If special education, under 22-yrs old as of 9/30 If regular education, under 20-yrs old as of 8/1

## Final Unadjusted and Adjusted March 31 ADM

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### Unadjusted March 31 ADM

The Unadjusted March 31 ADM calculation is:

Beginning Unadjusted March 31 ADM **plus** March 31 ADM additions **minus** March 31 ADM deductions.

### Adjusted March 31 ADM

Average daily membership for those school divisions operating kindergarten programs that are less than 5½ hours per day in length and where the pupil to teacher ratio is greater than 30 to 1 will be adjusted to include only 85 percent of the Kindergarten March 31 ADM. This adjusted March 31 ADM will be used to determine entitlements for those accounts that are based on adjusted March 31 ADM per the current appropriation act.

## Contact Information

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### Educational Information Management Office

For questions regarding the Student Record Collection, how to code specific pupils, and the results of the calculations, please contact Educational Information Management at (804) 225-2099 or <mailto:resultsupport@doe.virginia.gov>.

Details and publications regarding the Student Record Collection can also be found at: [http://www.pen.k12.va.us/VDOE/Publications/student-coll/new\\_coll.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_coll.html)

### Budget Office

For questions regarding the Appropriation Act language, Code of Virginia, or Board of Education regulations, please contact Budget Office at (804) 225-2025.